

# LEGAL SECRETARY

A student who has completed the Job Corps Legal Secretary program is equipped with the skills to contribute to the workplace as a valued employee from day one. Competence in academic and vocational skills is required for graduation. In addition, Job Corps students learn employability and technological skills. To complete his or her Legal Secretary training, a student must master skills in these categories:

## **BUSINESS ENGLISH**

Demonstrate proper use of grammar, sentence structure, spelling and punctuation; correctly use nouns, pronouns, verbs, adjectives and adverbs; correctly use subjects and predicates; demonstrate correct use of singular/plural and compound nouns; correctly use prepositional phrases; correctly construct complex/compound sentences; spell correctly; correctly form possessive for singular, plural and compound nouns; correctly use independent and dependent clauses, common business abbreviations and correct capitalization; communicate verbally and in writing; demonstrate the ability to compose and proofread effective business communication.

## **BUSINESS MATH**

Calculate whole number problems, fraction problems, decimal problems and percentage problems.

## **BANKING AND ACCOUNTING FUNCTIONS**

Inspect money orders and checks to verify accuracy; keep petty cash account to maintain proper balance; inspect bills and invoices to verify accuracy.

## **PREPARING AND DISTRIBUTING MAIL**

Open mail; stamp mail and documents to indicate date and time of receipt.

## **MAINTAINING SUPPLIES**

Order supplies and materials; maintain recommended inventory levels; sort supplies and materials to verify receipt of items on requisition and/or purchase order/invoice and condition.

## **MAINTAINING FILES, RECORDS AND LOGS**

Keep directory or maintain addresses and telephone numbers.

## **ORGANIZING AND PLANNING**

Submit recommendation to indicate equipment needs and indicate office furniture needs; organize daily schedule to complete work in a timely manner.

## **PERFORMING TELEPHONE AND RECEPTIONIST DUTIES**

Greet people and determine the nature of their visit; convey messages to provide information; page establishment personnel to call individuals to phone; direct client or visitor to proper attorney/person; answer calls and questions and provide information; place calls and questions and provide information; place call to appropriate party; record information for messages; route call to appropriate party; schedule appointments; send e-mail, fax, interoffice memo to communicate employer's directions.

## **PERFORMING LEGAL SECRETARIAL DUTIES**

Prepare itineraries to inform employer of activities and commitments; make reservations to reserve hotel, transportation and other needs for employer; apply for notary public commission; notarize document to verify signatures; sign documents as witness to signatures; deliver pleading to Clerk of the Court to obtain a filing.

## **OPERATING AND MAINTAINING OFFICE MACHINES**

Demonstrate procedures to operate copier, fax machine, answering machine, typewriter, PC, calculator; analyze equipment malfunctions to identify cause and perform equipment maintenance functions.

**KEYBOARDING**

Develop keyboarding skills; develop numerical keyboarding skills; build typing speed and accuracy; prepare business correspondence using vertical and horizontal spacing.

**WORD PROCESSING**

Activate word processor; locate information to obtain key document; retrieve key information.

**BUSINESS ATTITUDES**

Determine relationship between job choice, assets, needs and motivation for work; examine your work ethic and how it affects your work performance; identify employer-employee expectations; participate in group work.